

Date: October 20, 2004

To: RM Community

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2005-03: Transmittal of NARA Bulletin 2005-2, Harvest of Agency Public Web Sites

The NARA Bulletin 2005-02, included below, describes the process that will be used to harvest the Federal web sites in January 2005, and is forwarded for your information. Action is being taken by the operations group within the Office of the Chief Information Officer to review and correct the listing of web sites provided in the attachments, and to notify the appropriate information technology personnel in the Programs. If you have questions on this numbered memo, please contact Jay Blewett (jay.blewett@hq.doe.gov).

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-----Original Message-----

From: RM Communications <RM.Communications@nara.gov>

To: Evelin, Sharon <SHARON.EVELIN@hq.doe.gov>; Frey, Susan
<SUSAN.FREY@hq.doe.gov>

Sent: Thu Oct 07 14:45:33 2004

Subject: NWM 01.2005 NARA Bulletin 2005-02. Harvest of Agency Public Web Sites

October 7, 2004

NWM 01.2005

MEMORANDUM TO FEDERAL AGENCY CONTACTS: NARA Bulletin 2005-02.
Harvest of Agency Public Web Sites

I am pleased to announce that the National Archives and Records Administration (NARA) has issued NARA Bulletin 2005-02, Harvest of Agency Public Web Sites. The bulletin and its attachments are included with this announcement and are available on the NARA web site at http://www.archives.gov/records_management/policy_and_guidance/bulletins.html.

This bulletin announces that NARA will be conducting a harvest (i.e., capture) of Federal agency public web sites as they exist on or before January 20, 2005, to document Federal agency presence on the World Wide Web during the Presidential Administration term ending in January, 2005. The bulletin also requests agencies to take certain steps to ensure the successful completion of the harvest. Please review the bulletin and attachments to become familiar with these steps.

If your web site address is incorrectly cited in Attachment 1, please contact John Kane at john.kane@nara.gov on receipt of this bulletin, but no later than October 25, 2004, so that we can make sure your web site is harvested. For additional information on the web harvest please contact Mark Giguere at mark.giguere@nara.gov.

In addition to sharing the web harvest information with the Federal records management community, NARA is also sending this bulletin directly to agency heads, chief information

officers, and web content managers. Please distribute this information internally to interested staff who may not be on this distribution list.

HOWARD P. LOWELL
Director
Modern Records Programs

<< File: 01 2005 Web Harvest bulletin.doc >> << File: 01 2005 Web Harvest bulletin
att1.doc >> << File: 01 2005 Web Harvest bulletin att2.doc >>